



OFB POA

SECURITY COMMITTEE CHARTER

DUTIES AND FUNCTIONS OF THE COMMITTEE

1. PURPOSE & OBJECTIVE

- The purpose and objective of this Committee is to define and recommend policy and procedure to the Board of Directors (“the Board”) of the Old Fort Bay Property Owners Association (“the Association”) on any and all issues related to improving, establishing and enforcing Safety & Security for homeowners, visitors, and property within Old Fort Bay and neighbouring communities as the case may be.
- The Committee will oversee the Management of the Security Department of the Association.
- The Committee has been created to provide input/ recommendations to the Board on an ongoing basis
- The Committee is to serve as the Association’s ‘eyes and ears,’ working with homeowners and management to ensure the community’s sense of safety & security through open access and communication.

2. ORGANIZATION OF THE COMMITTEE

Membership

1. The Committee will act as a Standing Committee.
2. The Committee will consist of at least three (3) but not more than five (5) members in good standing, at least one of whom is a Board member along with the Association’s Security Department Manager and a single representative from any participating community as the case may be.
3. Members shall be appointed by the Board and may also be removed by the Board in their sole discretion.
4. Members wanting to volunteer for the Committee must complete a Committee application liability release and confidentiality form.

Meetings

5. The participating Board member will be the Chair of the Committee.
6. Members missing more than two meetings in a row are subject to removal.
7. A quorum of Committee members is required to conduct business.
8. The Committee will have meetings as necessary.
9. Agenda items will be provided 72 hours in advance of the scheduled meeting to all members.
10. The Committee will provide detailed minutes of the meeting and provide the Chairperson the final draft for presentation to the Board.
11. The Committee members are required to be knowledgeable about the rules, policies, and procedures of the Association.
12. The Committee Chair will present Committee reports, agenda items, and meeting minutes to the Board as required.

Voting

13. Committee members shall act on a consensus basis. Every decision of the Committee shall be made a show of hands/ vote and in the case of an equality of votes/ gridlock the Chairman shall have the casting and deciding vote.

3. COMMITTEE DUTIES

IT SHALL BE THE RESPONSIBILITY of this Standing Committee to:

- a. Evaluate Safety & Security related issues of the community, common area property and buildings.
- b. Install best practices for the security of the OFB location with the approval of the Board.
- c. Monitor Security and Access policy documents to ensure they are current and recommend policy and procedural change.
- d. Ensure that documented evidence of adherence to the Security and Access Policy Document is upkept within the Security Department.
- e. Review OFB gate operations, staffing, hours, procedures, and policies with the General Manager on a regular basis.
- f. Monitor Camera function and improvement for the future
- g. Review incidents reports from the security department.
- h. Maintain ongoing liaisons with other Committees to ensure all Association's needs are met.
- i. Work with local law officials on needs of the Association, crime issues, and traffic concerns within the community.
- j. Work with outside Association's to share information regarding criminals working in the area to result in an arrest.
- k. Create a tactical team within the Security Department that acts as first line responders.

- l. Monitor vehicular traffic issues and report to local authorities on homeowners concerns.
- m. Periodic evaluation of the Association property to identify possible security concerns/breaches.
- n. Ensure that resources are appropriately and efficiently.
- o. Ensure that budgets are properly controlled and managed
- p. Provide updates to the Association concerning the actions of the Committee related to Safety & Security.

Authority to Act as a Committee Member

- 14. In order to act members must be in good standing with the Association, with no delinquency, fines, or legal matters pending or in process that may create a conflict of interest.
- 15. Disclose prior to agreeing to act on the Committee any potential conflicts of interest
- 16. Act with the best interest of the property owners represented by the Association.

Non-Disclosure

- 17. All members shall sign a non-disclosure and confidentiality agreement. All matters and discussions of the committee shall be deemed confidential. As such committee members shall not discuss the matters of the Committee outside of the meeting(s) or Committee dialogue forums, unless express written consent to do so for a specific matter is granted by the Chairman of the Committee and collaboration with the Board.

Removal of Committee Member

- 18. The Board may as they see fit remove a member of the Committee in circumstances where it is determined that a conflict of interest exists, the member has failed to consistently attend meetings or actively participate or for such other reasonable and appropriate reason determined by the Board in their sole discretion.

Power of the Committee

- 19. The Committee has no expressed or implied power or authority save the mandate provided for herein.